



# San Diego Association of REALTOR®

## Speaker Request

Completion and submittal of this request does not guarantee the attendance of an Officer or Staff Member from SDAR at your meeting/event.

To expedite your request, complete the entire form and return via email to [caravan@sdar.com](mailto:caravan@sdar.com) or fax to (858) 715-8088.

Requester's Name

Title  Today's Date

Association/Department Name

Address

City  State  Zip

Business Phone (  )  Business Fax (  )

Email Address

Event Name

### Speaker Request Information

☐ President ☐ President-Elect ☐ First Vice President ☐ CEO ☐ SDAR Staff ☐ Other: \_\_\_\_\_

Name of Speaker:

Exact date the Officer is expected to participate:

### Meeting/Event Specifics

Name of facility where meeting is being held

Address

City  State  Zip  Phone (  )

### Speaker Logistics

Speech Topic

Time of remarks  Approximate length of remarks

Are there any specific issues and/or concerns that your Board/Association would like addressed? ☐ YES ☐ NO

If so, please specify

If the Officer will participate on a panel or forum, please list all participants.

Is a PowerPoint presentation expected? ☐ YES ☐ NO



Will the Officer participate in a Question and Answer session following the presentation? ☐ YES ☐ NO

Audience size (Please check one):

☐ 25-50 ☐ 51-100 ☐ Other

### Contact Information (If Different Than Listed Above)

Contact Name  Title

Association/Department Name

Email Address  Event Name

Address

City  State  Zip

Business Phone (  )  Business Fax (  )

### International Events/Meetings

Is a Visa required to enter into the host country? ☐ YES ☐ NO

Is a Passport required to enter the country? ☐ YES ☐ NO

Provide any questions or comments below.

Please review all information and allow 3–5 working days for your request to be processed. After that time you may contact SDAR to inquire on the status of your request.

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(858) 715-8088 fax  
[caravan@sdar.com](mailto:caravan@sdar.com)